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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

EEO Report for FY-87

FROM:

Executive Assistant to the DDA
7D24 Hqs

EXTENSION

NO.

DDA 87-2271

DATE

26 October 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

O/DCI
7E12 Hqs

Nancy,

2.

Bob Fitzgerald asked that I forward two copies of his end of fiscal year report to you (attached).

3.

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Att:
A/S

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ORIG: EXA/DDA

12.

Distribution:

Original - Addressee

1 - DDA Subject

1 - DDA Chrono

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**UNCLASSIFIED WHEN SEPARATED
FROM ATTACHMENT**

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Trends in Agency Full-Time Work Force From FY-1980 to FY-1987

25X1 1. From FY-80 through FY-87, the total number of minorities joining the
 25X1 work force each year as full-time employees increased from some [] in
 25X1 FY-80 to [] in FY-87, during a period in which the total Agency work
 25X1 force grew by some [] employees. Their percentage of the Agency work
 25X1 force dropped somewhat in FY-85 [] and FY-86 [] but ended FY-87
 25X1 with an increase, at []. The EOD rate for minority full-time employees
 25X1 joining the Agency in FY-87 was [] people, (doubling the FY-86
 25X1 figure of [] and reflects a positive trend. However, a substantial number
 25X1 of these gains are in the technical and clerical fields. []

25X1 2. Women continued to occupy a larger portion of the Agency work force
 25X1 as reflected by their [] representation in FY-80 to [] in FY-87. The
 25X1 number of women occupying professional positions continued to increase to
 25X1 represent approximately [] of the professional work force in FY-87. The
 25X1 EOD rate for new female employees in FY-87 increased to [] (women) of
 25X1 all total full-time entrants. This positive trend continues, with [] of
 25X1 all professional employees that entered the Agency in FY-87 being females.
 []

25X1 3. The total number of employees who identify themselves as having some
 type of disability as defined by OPM increased during the seven year
 period. The major jump in the total number of severely or multiply
 disabled employees after FY-82 reflects the Agency's adoption of OPM's
 standards defining these types of disabled employees. However, the
 25X1 percentage of disabled employees in the Agency work force has remained
 relatively static at about []

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Equal Employment Opportunity--Overview

25X1 The Office of Equal Employment Opportunity was created in July 1975 and was placed in the DCI area as an independent office. In August 1983, when the Office of Personnel was incorporated into the DDA structure, the EEO Office was placed under the Office of Personnel for general guidance, tasking, and accountability. []

25X1 The CIA's equal employment opportunity and affirmative action program is a multifaceted effort. Since the program's inception some 13 years ago, it has focused on recruitment and retention of women and minorities, and on the development of their careers through skills training and awareness-building efforts. In recent years the EEO office has taken major steps to broaden awareness and sensitivity training for managers and employees, and covers a comprehensive spectrum of minority and women's issues. We are continuing to make progress in these areas but we still have a way to go. []

25X1 During FY-87 the Director of EEO, three specific Program Managers (Hispanic Employment, Black Affairs, and Asian-Pacific-American), as well as the four Directorate EEO representatives aggressively participated in the minority recruitment effort while providing assistance to the Agency's ten regionally based recruiter facilities. In FY-87, the Agency hired [] minorities (doubling the FY-86 figure of [] women for full-time permanent employment. []

SPECIAL EEO ORIENTED PROGRAMS

25X1 Three EEO oriented programs--Minority Student Symposium, Summer Fellowship, and Minority Undergraduate--are in direct support of the minority recruitment effort. These programs are being expanded and, with greater administrative support from the Office of Employment, should play an important role in helping the Agency develop recruitment feeder groups and recruitment networks at the Historically Black Colleges and Universities (HBCUs) and other schools with significant minority enrollments. []

-Minority Student Symposium

25X1 This promising effort was introduced in FY-86 and was continued in FY-87. On 27-28 April 1987, the Office of EEO sponsored a second "minority symposium" that attracted 35 minority students and 10 placement representatives from 10 different colleges/universities. The group received a series of indepth briefings concerning our mission and objectives. The students were enrolled in science, engineering, political science, and economics study programs at HBCUs and two universities with high Hispanic representation. []

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-Summer Fellowship Program

25X1 This program, which began in 1980, has proven to be an excellent developer of supportive contacts at the HBCUs and at the same time offers opportunities for staff personnel at these schools to strengthen their own skills. By placing a small number of faculty and administrators of HBCUs, regardless of their ethnic background, into regular Agency assignments during the summer months, the participants gain valuable experience in their fields and the Agency improves its relations with the schools. Since the program's inception, we have averaged about six per year. However, in FY-87, we EOD'd 11 academicians from 10 colleges/universities for summer employment. This represents a near 50% increase over our FY-86 effort. []

-The Student Scholar Program

25X1 In response to a Congressional directive in section 506 of the Intelligence Authorization Act, the Agency developed an undergraduate training program that will lead to baccalaureate degrees and intelligence careers for high school students interested in and capable of developing skills critical to the Agency's mission. This program, designed particularly for minorities and the disabled, will provide tuition assistance and CIA work experience to students pursuing intelligence-related studies with the understanding that they will become full-time CIA employees upon graduation. We began implementing this program in April 1987 with a goal of bringing 5 students on board. Our efforts attracted some 107 applications with 26 students being placed in process. Of these, 19 were fully cleared to EOD and 11 entered on duty on 28 September 1987. These students, with an average SAT score of 1000 and a GPA of 3.5 on a 4.0 scale, represented 7 schools from 5 states. []

-Minority Undergraduate Program (MUPS)

25X1 This novel program was first introduced in the Directorate of Intelligence in 1984 and has since been expanded to two other Directorates. Under this program, promising minority undergraduates receive an early introduction to the CIA through a summer work experience linked to their formal academic studies. Also, the program affords the Agency an opportunity to evaluate potential future employees and guide them into course work that will prepare them for careers within our various components. []

In FY-86 six students, out of some 25 applicants from HBCUs, participated in the summer program, and were hired for full-time staff employment. The program for FY-87 was expanded in two ways. Two of our major components--the Directorate of Administration and the Directorate of Science and Technology--joined the Directorate of Intelligence in

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participating, and thereby significantly increased the number of summer placement opportunities. Also, minority students--Hispanics, Asian-Pacific Americans, Native Americans, and Blacks--from all colleges and universities (not just HBCUs) are being invited to participate. In FY-87 we entered on duty some 16 students, thereby more than doubling our FY-86 effort. We plan to continue to broaden and expand the Minority Undergraduate Program in future years. [redacted]

Tuition Assistance Program

This program, managed exclusively by the Office of Personnel, was established to assist students currently enrolled in one of the Agency's student programs, to help defray the high cost of receiving a college education. Eligible students can receive tuition payments up to \$2,000 provided they return to the Agency as a staff employee upon graduation. An additional sum of up to \$500 will be provided each student with 3.5 or higher G.P.A. Financial assistance has already been provided to over 103 students from 42 different academic institutions. [redacted]

Upward Mobility

The Agency's Upward Mobility Program offers career opportunities to male and female technical and clerical employees at grades GS-09 and below. From its inception in 1980 through 1986, some [redacted] employees [redacted] were moved into technical and officer positions through this program. [redacted]

In FY-87 we dipped below expectations, placing [redacted] employees; of this number, [redacted] In FY-86, no minorities participated in the program. [redacted]

Training Opportunities

The OEEO office participates actively in formal Agency training courses. A new and comprehensive management training program has been developed by the Office of Training that will now help all new managers to become familiar with EEO issues. It is an effort to further sensitize and educate our next generation of supervisors and managers. [redacted]

In FY-87 the Urban Awareness Seminar conducted by Dr. Charles King, President of the Urban Crisis Center in Atlanta, Georgia, was offered nine times, reaching approximately 250 employees. Since 1980 the EEO Office has contracted with Dr. King to provide these seminars in an effort to help participants develop a better understanding of how differences of race, culture, ethnicity, and socio-economics impact on the day-to-day relations between whites, blacks, other minorities, and men and women. [redacted]

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The OEEEO's Federal Women's Program sponsored three training courses offering 26 different runnings in FY 1987. The Professional Women's Course in 10 sessions trained 250 women, the Professional Men's Course trained 200 male managers in 10 training sessions and the new Women's Executive Leadership Development Course was offered in 6 sessions and trained 150 women. These courses provide substantive training, information, and role experiences from different perspectives to teach leaders of both sexes to understand and accommodate gender differences and leadership styles in the work place. The desired result is a more effective utilization of the talents and human resources available to the Agency in its female work force. These courses also provide awareness training for an increasing number of Agency employees. []

In FY 1987, the Office of EEO offered a pilot running of a new EEO for Managers course. This one-day program emphasized the active role and responsibility a manager must play in order to avoid and correct problems that lead to discrimination complaints. The course was attended by 40 employees who are managers or in some way affect employees' careers, and their reaction to it supported our plan to offer the course three times in in FY 1988. This is part of a continuing effort to prevent situations that give rise to complaints of discrimination and to help managers and others to understand their role in EEO matters. []

The Office of Logistics--one of our principal employers of wage grade workers and minorities--has devised a Blue Collar Mid-Career course, paralleling a similar Agency-wide course for professional employees. The "Blue Collar" course is intended to provide a broadening experience and new insights on career opportunities for workers with demonstrated potential for advancement. In the first two runnings of the course, some thirty percent of the participants were represented by women and minorities. This high level of minority and female participation is expected to continue. []

Contract with Minority-Owned Business

The General Services Administration (GSA) has been closely involved in every aspect of the construction of the New Headquarters Building. Working through GSA and the Small Business Administration, the Agency awarded a contract for \$5.7 - \$7.0 million to Robert Clay Corporation of Baltimore. According to GSA, this was the largest single contract which had been awarded to date to a minority-owned small business. []

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